

## **ONLINE INSURANCE MANUAL**

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Open your browser and type: http://www.bcbaind.com



### Brihanmumbai Custom Brokers Association



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### BRIHANMUMBAI CUSTOM BROKERS ASSOCIATION

WELCOME TO OUR WEBSITE

"Brihanmumbai Custom Brokers Association" popularly known as BCBA is an Association of Custom house Agents, licensed by the Commissioner of Customs, Mumbai, under the provisions of the Customs Act 1962. Read More...

Legal opinion and Draft SOP for CB N

Click on Login on the top Right corner highlighted.

News Ticker

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## Enter your **BCBA U**sername & Password.

News Ticker		NOTICE OF EXTRA-C
	LOGIN	
Member Login*	Enter Username	
Password*	Enter Password	

#### Please note:

- 1) If you still continue with username bchaaXXX@bchaa.com then this would change now to your official email id.
- 2) This change would be after the login, as per what you enter for your official email id.





Once login, you would get this menu.



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When you click on the **Insurance**, below will display.

#### **INSURANCE**



(	Date	Application Number	Type of application	No of Cards	Status	Action
	No record found					

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- -- Click on add as highlighted.
- -- In this area it would also show you the status of your previous application.
- -- You can also view the information of your any previous cards here.



## INSURANCE USER MANUAL

#### **INSURANCE**

First Name*		Middle Name		Last Name*	Gender*
					Select Gender
Date of Birth*		Blood Group		Landline No of the applicant	Mobile No of the applicant*
		Select Blood Group	~		
Identity Proof*		Selected Identity Number*		Attach scanned identity copy*	Attach Photograph of applicant*
Select Id. Proof	~			Click here to upload Doument	click here to upload image
Application Type*		Category of custom pass		Kardex number	validity of custom pass
Select Application Type	~	Select Category of custom pass	~		
Designation of applicant*		Flat/Plot/Wing no*		Buliding Name*	Road Name
Area/Locality*		City*		Pincode*	

- -- Fill the information correctly.
- -- \* marked fields are compulsory. Please provide the information.

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- -- Please ensure you only attach a PDF file.
- -- Please ensure the file you are about to attach is less than 1MB in total size.
- -- Please compress your PDF file in case if the same is on a igher than 1MB size.

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- -- Click upload when you are done for the upload to start.
- -- Please wait for the window to close after successfully upload.

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- -- Please upload your passport size picture.
- -- Please don't upload anything JPG or PNG.
- -- Please ensure you have the correct cropped size and the file size is below 1MB.



- -- Click upload when you are done for the upload to start.
- -- Please wait for the window to close after successful upload.

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### Click on ADD once you are done with filling the correct information.

Note: The total lenth of first name, middle name, last name should be 22 character's including space. First Name\* Middle Name Last Name\* Gender\* John Dsouza MALE Date of Birth\* **Blood Group** Landline No of the applicant Mobile No of the applicant\* 02-03-1910 27207732 9820098200 A +ve Selected Identity Number\* Attach scanned identity copy\* Attach Photograph of applicant\* Identity Proof\* 1001200110012001 Incredible India logo (2) (1).pdf bchaa.jpg Aadhar card Application Type\* Designation of applicant\* Flat/Plot/Wing no\* Buliding Name\* Manager Maker Tower New 101 Road Name Area/Locality\* City\* Pincode\* 400071 Nariman Road Mumbai Nariman Point Click on ADD to continue

Here the screen would move down, allowing you to add more records or scroll down to HIT the continue button.





## In case if you are done with the application then click on CONTINUE

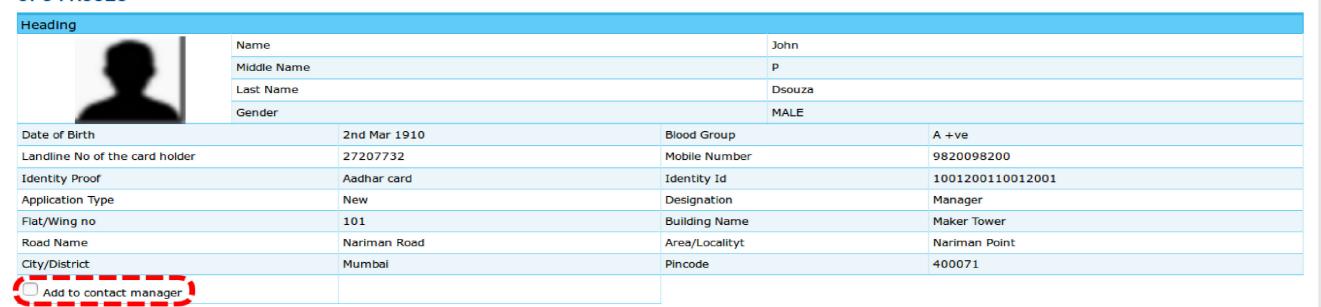
First Name	Middle Name	Last Name	Gender
John	P	Dsouza	MALE
Date of Birth	Blood Group	Landline No	Mobile No
02-03-1910	A +ve	27207732	9820098200
Identity Proof	Identity Id	Document	Photo
Aadhar card	1001200110012001	Incredible India logo (2) (1).pdf	bchaa.jpg
Applicant Type	Designation	Flat/wing no	Buliding Name
New	Manager	101	Maker Tower
Road Name	Area/Locality	City	Pincode
Nariman Road	Nariman Point	Mumbai	400071

In case if you wish to continue adding more applicant you may do so by going on Adding.



## INSURANCE USER MANUAL

#### **CFS PASSES**



I/We hereby declare and confirm that we shall be responsible and liable for the conduct of the above named Individuals when they enter various CFS on our behalf.

We confirm that for the conduct and act of above named Individuals in whatsoever manner, Brihanmumbai Custom House Agents' Association shall not be held responsible.

I agree to BCBA terms & service policy.

I agree with the terms

- 1) Select Add to Contact manager in case if you want this in your address book.
- 2) Read the Terms & Condition and select I Agree to BCBA Terms & Services policy.
- 3) Click on I agree button to continue with the payment update information.

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Fill the correct Payment information through which you intend to proceed.

INSURANCE PAYMENT DETAIL'S	
payment method*	Cheque Online
Cheque number*	
Bank*	
Branch*	
Date of cheque*	
Amount*	500
	continue

Once your payment information is done, click continue.

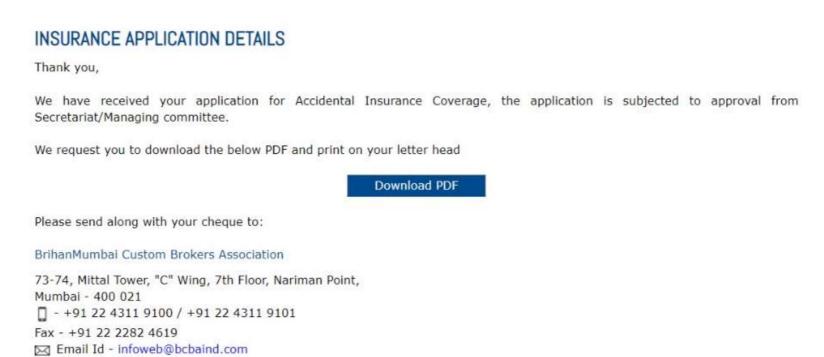
The BCBA team would then start the payment followup with bank and update you when they get the payment and process your application.





### Click on the download pdf button.

www.bcbaind.com



Take a print of the PDF file which you have downloaded. (Application request letter)

Sign the print our and send this to BCBA along with your payment advice.

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### **Minimum System Requirement:**

- -- Min win 10 home edition or higher, Ubuntu 18.04 or higher, Mac
- -- Edge, Chrome, Firefox, Opera, Safari on Mac only.
- -- Min 2GB of ram on the system.
- -- Min 512KBPS internet speed or higher.

#### Notes:

- 1) Please ensure you keep all the requirement like Photo scanned, identity proof etc in digital format.
- 2) Please ensure you fill the correct information, else your application is subject to rejection.
- 3) Ensure your system is without any virus or malware so that it can connect normally to BCBA CFS pass system.

Please note system with Windows 7 or XP would face issues, also with old browser, we recommend you to upgrade your OS.

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Once the mentioned steps are done, hard copies of the application along with copy of your documents & Cheque to be sent to BCBA office for further process.

- ➤ You can track your application status by logging into <a href="https://bchaa.com/">https://bchaa.com/</a> -> Login -> My account -> Insurance.
- ➤ In case of any issue, please send us an email to info@bcbaind.com

# THANK YOU....

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